

Key Program Details for

Internal Auditing of your HACCP Plan

Overview

This three x half-day series of workshops followed by approximately 1 month of on-the-job learning and assessment introduces the internal food safety audit as the primary means of overseeing food safety compliance in the workplace.

Its focus is to ensure that food preparation operators and support staff are properly trained and educated in conducting internal audits of an existing HACCP-based food safety plan, where internal auditing is implemented to support external audit compliance against the current food safety standards.

Course Outline

The training program covers a detailed understanding of the 10 step audit process used to plan, develop, conduct, record and review a HACCP-based food safety plan.

The training includes:

- An overview of a HACCP-based food safety plan and the relevant food safety standards and codes
- Verification scheduling and validation methods
- The key elements of an internal audit
- Appropriate ethical conduct of auditors
- Internal audit planning and preparation, including developing suitable audit assessment tools (if required)
- Conducting an on-site internal audit to determine current food safety compliance levels
- Reporting audit findings and outcomes
- Follow-up activities including developing an appropriate corrective action plan

Each participant receives a comprehensive workbook during the workshop that can become a handy reference guide for future use.

This nationally accredited training is aligned to the following competency units from the Health training package:

- HLTFS008 Conduct internal food safety audits

Note: This unit is current from 8th December 2015.

Venue: The training is conducted on-site at your workplace and includes a range of activities based around your existing operations. This allows participants to interrogate and audit their organizations food safety program and reinforces all your operational requirements.

Resources: We provide all resources and equipment to conduct the workshop, including a comprehensive workbook and video presentation. No special clothing is required.

Training assessment

The assessment is in two parts.

Part 1 is a short assignment covering the Theory components of the course. This is submitted in the fortnight following the workshop. Part 2 is separate to the workshop and involves a Practical observation of each student in the workplace demonstrating their application of the required skills. A nationally recognised Statement of Attainment is forwarded on successful completion.

Support for Participants

The Australian Food Training Centre aims to ensure that our courses and training programs meet the needs of a changing, dynamic and diverse workforce. We therefore encourage students from non-English speaking backgrounds to enrol (or with any other unique learning needs) and can arrange for learner support through each student's workplace. This support includes areas such as literacy/numeracy skills and in general study skills.

Course Admission Requirements / Pre-requisites

There are no pre-requisites for entry to this course, however applicants will be required to attend an information session and undertake a Basic Skills assessment to confirm they have suitable Language, Literacy and Numeracy skills to cope with the reading, writing, speaking and numeracy demands of the course.

Our Fees

In developing a suitable training program we recognise that each business, either small, medium-sized or large has its own unique requirements. Our aim therefore is to be a cost competitive supplier by tailoring our services to meet your needs.

On this basis we would be pleased to visit your site at no expense or obligation and discuss with you your individual needs.

Please contact the Australian Food Training Centre on 08 8288 0288 for any further information you may require.

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Further Information from



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